



Wisconsin ***Future Business Leaders of America, Inc.***

FBLA On-line Membership Registration

Welcome! Information below pertains to 2005-2006 FBLA On-line Membership Registration.

Wisconsin is a Direct Membership state where chapters must register on-line at the national web site. Both **State AND National** membership dues are paid directly to the National Office. The State Office no longer provides separate on-line state membership registration, as the National Office collects Wisconsin chapter membership registration, state, and national dues.

Please follow these steps to register chapter membership:

1. Log onto the national web site (www.fbla-pbl.org)
2. Click on "Membership Registration" at the left side of the page
3. Click on "Register Now"
4. Enter your chapter number and password to begin (refer to *FBLA-PBL Chapter Management Handbook* mailing from National Office during August, 2005)
5. When completed, please print two copies of your 2005-2006 FBLA On-line Membership Renewal (refer to "Invoice/Receipt" view)
6. Enclose one copy of On-line Membership Renewal with payment or purchase order to National Office as follows:

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD. 21279-0063

Please make check or money order payable to "FBLA-PBL" for both **State AND National** membership dues.

7. Send one copy of On-line Membership Renewal to State Office:

Wisconsin FBLA State Office
Attn: Erik Sitts, Program Assistant
125 S. Webster St.
Madison, WI 53702

8. New membership may be added with the above process at any time; submit corrections to the National Office (custserv@fbla.org).

Suggestions:

- Ensure that student's names are *correctly* spelled; the State Office requires accurate membership data for Regional and State Leadership Conference registration systems, and printing of conference name badges, certificates, awards, etc.
- Enter all requested data – grade, gender, ethnicity, etc.
- Please notify State Office with changes in advisors or contact information